



CHRIS CHRISTIE  
GOVERNOR

KIM GUADAGNO  
LT. GOVERNOR

**STATE OF NEW JERSEY**  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

JOHN J. HOFFMAN  
ACTING ATTORNEY GENERAL

JENNIFER E. FRADEL  
ADMINISTRATOR

August 17, 2015  
**NOTICE OF JOB VACANCY**  
#15-156

A competitive opportunity currently exists in the Department of Law and Public Safety, Office of the Attorney General, for permanent State employees who meet the requirements listed below:

**TITLE:** Senior Clerk  
**SALARY:** \$29,191.57 - \$40,569.46 (A08)  
**LOCATION:** Office of the Attorney General  
Office of Support Services  
Richard J. Hughes Justice Complex  
Trenton, New Jersey

**NUMBER OF POSITIONS:** Two (2)

**DUTIES:** Under direction of a supervisory official, does clerical work involving the exercise of independent judgment and containing a relatively large proportion of difficult tasks, and/or instructs individuals in the work of a clerical unit; does other related duties as required.

**REQUIREMENTS**

**EXPERIENCE:** One (1) year of experience in general clerical work.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

If you are interested in the above position, please send a resume and cover letter, referencing the job vacancy number, no later than the closing date of August 31, 2015 to:

Recruitment Coordinator  
[LPS.Humanresources@lps.state.nj.us](mailto:LPS.Humanresources@lps.state.nj.us)

-OR-

Office of the Attorney General  
P.O. Box 081  
Trenton, NJ 08625-0085

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

